

INVESTIGATOR

GRADE 32

GENERAL DEFINITION OF WORK:

FLSA Status: Non-exempt

Performs responsible paraprofessional and technical work investigating civil and other enforcement matters within the purview of the County Attorney's Office; does related work as required. Generally work is performed under regular supervision with limited supervision while in the field investigating.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Investigating complex civil and enforcement matters; inspecting properties; maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes and confidentially conducts searches and surveillance.
- Confidentially investigates, potentially undercover and/or during the weekend or evenings, to determine existence of violations; identifies non-compliance or infractions; researches violators and property history.
- Works with the County Attorney's Office to obtain administrative search warrants from magistrate as needed.
- Assists in coordinating legal action against violators; obtains admissible evidence and documents investigation with video, photographic and/or written records of infractions/violations/conditions; assists with preparation for court cases; attends court sessions as potential witness and provides testimony; maintains files and records of investigations conducted.
- Prepares or completes various forms, reports, correspondence, case summaries, charts, maps, or other documents.
- Enters a variety of information into computer; generates various reports.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of legal procedures related to both searches and seizures and the enforcement of ordinances and codes; thorough knowledge of investigative techniques and geographic information systems and spatial analysis knowledge of techniques; thorough knowledge of the geography of the County; general knowledge of County codes and ordinances, policies and procedures; ability to perform undercover confidential investigations; ability to both understand and communicate ideas effectively in both oral and written form; ability to prepare accurate and concise reports; attention to detail; ability to use a variety of photographic and video recording equipment, including a thorough knowledge of and ability to use concealed photographic devices; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; proficient in use of personal computer, laptop and tablet computer; ability to retrieve relevant facts from reports; ability to communicate effectively both orally and in writing; and ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and several years of law enforcement and/or building code/zoning ordinance enforcement experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.